

Dual Employment Agreement

As an employee of the parent agency, (Department of _____), I understand that services performed for another State Agency are subject to the Dual Employment Policy. The procedures specify that "all payments for services must be made by the borrowing agency, (Department of _____), of the employee borrowed and not the employee". I also understand that the purpose for this procedure is the reporting of Social Security and Retirement Contributions. Also, under certain circumstances, I may be due overtime pay.

☐ Beacon to Beacon ☐ Non-Beacon to Beacon ☐ Other _____
☐ Beacon to Non-Beacon ☐ Non-Beacon to Non-Beacon

Parent Agency Information

Employee Name: _____ Personnel #: _____

Position #: _____ Job Title: _____ FLSA: _____

Hrs Per Wk: _____ EE Group: _____ EE Subgroup: _____ Salary: _____

Borrowing Agency Information

Position #: _____ Job Title: _____ FLSA: _____

Hrs Per Wk: _____ EE Group: _____ EE Subgroup: _____

Salary: Annual _____ Hourly _____ Blanket _____

Dual Employment Work Schedule: _____

Assignment Begin Date: _____ Assignment End Date: _____

Description of Work: _____

Will work performed create a conflict of interest? ☐ Yes ☐ No

Explain:

Percent indicates agreed amount to be funded by each Agency.

	Parent Agency	Borrowing Agency
Benefits	_____% <input type="checkbox"/>	_____% <input type="checkbox"/>
Retirement	_____% <input type="checkbox"/>	_____% <input type="checkbox"/>
Overtime Eligible	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Leave Accrual Eligible	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

Workers' Compensation – When an employee who holds two separate jobs is injured in one of them, the employee's Workers' Compensation entitlements are based only upon the average weekly wages earned in the employment producing the injury. (GS 97-2.) Over 40 hours paid - weighted average.

Completed by Borrowing Agency: Analysis of Payment to Parent Agency (Fill in as Applicable)

Salary for Services	\$ _____
Matching Retirement	\$ _____
Matching Social Security	\$ _____
Travel Subsistence	\$ _____
Gross due to Employee	\$ _____
Total Payment due Parent Agency	\$ _____

Note: Borrowing Agency is assuming liability for accuracy and statutory compliance for travel and subsistence.

Cost Distribution (Need to discuss with FI)

Agency Code	_____
Subhead Code	_____
Retirement Code	_____

Personnel Actions during the Dual Employment Agreement must be sent to BEST Shared Services on appropriate approved forms for processing.

I have read, or had read and explained to me, the policy governing Dual Employment. The Dual Employment I have requested is within the regulation of the Dual Employment Policy and does not constitute either a direct or indirect conflict of interest with my Department of _____. Employment will not affect my regular job performance. I understand that failure on my part to comply with the Dual Employment Policy will constitute a violation and subject me to disciplinary action up to , and including, dismissal.

Employee Signature: _____

<i>Employee Name</i>	<i>Date</i>
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Recommended By: _____

<i>Parent Supervisor/Division Director</i>	<i>Date</i>
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Approved By: _____

<i>Parent Agency Human Resources</i>	<i>Date</i>
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Budget: _____

<i>Parent Budget Officer</i>	<i>Date</i>
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Recommended By: _____

<i>Borrowing Agency Supv/Division Director</i>	<i>Date</i>
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Approved By: _____

<i>Borrowing Agency Human Resources</i>	<i>Date</i>
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Budget: _____

<i>Borrowing Budget Officer</i>	<i>Date</i>
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Processed By: _____

<i>BEST Shared Services</i>	<i>Date</i>
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